DFAS

Your Financial Partner @ Work

Welcome to the Computer Based Training AC Military Pay Process Course

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Welcome to Military Pay Training!

This tutorial contains basic but crucial information that will enable you to understand basic concepts of Military Pay. This tutorial will approximately take 1.5 hours to complete. Once you begin you will not be able to exit the tutorial. The training is comprised of 4 sections. After the completion of each section the DFAS logo will appear. After all sections are completed, you will be prompted to take a final test which requires a minimum score of 70%. Good Luck!

Start Tutorial

09/01/16

Military Pay Training

- Military Pay Introduction
- Entitlement Overview
- Deductions Overview
- Collections and Miscellaneous Pay Actions Overview

Military Pay Introduction

- **The DFAS Military Pay Organization -** How we are organized and what functions we perform.

- **The Department of Defense Financial Management Regulation (DODFMR) - Volume 7A -** Military Pay Policy and Procedures - Active Duty and Reserve Pay

DFAS Military Pay Organization

What is the mission of the Military Pay Organization?

- The mission of the Military Pay Organization is to provide timely and accurate pay services to America's Armed Forces. This includes but is not limited to the following functions:

  - Computation of pay
  - Processing of garnishments
  - Processing of debt and claims
  - Providing functional development, maintenance, and testing for systems supporting pay activities
  - Developing and implementing procedures for pay operations and those systems supporting pay
  - Responding to congressional inquiries
  - Developing and implementing electronic commerce solutions

- **What is the Department of Defense Financial Management Regulation (DODFMR)?**
  - The DoDFMR is the definitive source for financial management policies, regulations, and procedures under the authority of the Under Secretary of Defense (Comptroller) USD(C). The DoDFMR is composed of Volumes 1 through 15. Volume 7A establishes DoD policy on pay and allowances of military personnel and gives the statutory requirements for entitlements, deductions, and collections. While 7A is the topic of this training, it is not the only volume concerning military pay. The DoDFMR contains a total of three military pay volumes, 7A, 7B, and 7C, each with its own purpose. Volumes 7B and 7C focus on retired pay and special military pay/personnel programs.
- **Want more information?**

http://www.defenselink.mil/dfas/library/acronyms.htm

http://www.dod.mil/comptroller/fmr/

Military Pay Introduction - Quiz

The Mission of the Military Pay organization is to provide timely and accurate pay services to America's Armed Forces.

True | False

Correct!!!

True - The mission of the Military Pay Organization is to provide timely and accurate pay services to America's Armed Forces.

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Incorrect

You answered **False**. The correct answer is:

True - The mission of the Military Pay Organization is to provide timely and accurate pay services to America's Armed Forces.

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Military Pay Introduction - Quiz

What does “DODFMR” stand for?

A. Director of Defense Financial Management Regulation

B. Department of Defense Financial Management Regulation

C. Documents of Defense Financial Management Regulation

Correct!!!

The answer is **B**

The DODFMR is the "Department of Defense Financial Management Regulation"

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Incorrect

You answered: A

Director of Defense Financial Management Regulation.

The correct answer is:

Director of Defense Financial Management Regulation

Next >

Incorrect

You answered: C

Documents of Defense Financial Management Regulation

The correct answer is:

Director of Defense Financial Management Regulation

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Military Pay Introduction - Quiz

What Volume of the DODFMR establishes policy on pay and allowances of military personnel?

A. 7B

B. 7C

C. 7A

Correct!!!

You answered **C**

The Volume of the DODFMR that establishes policy on pay and allowances of military personnel is **Volume 7A**

Next >

Incorrect

You answered **A- Volume 7B**

The correct answer is:

C - The Volume of the DODFMR that establishes policy on pay and allowances of military personnel is **Volume 7A**

Next >

Incorrect

You answered **B, Volume 7C**

The correct answer is:

C - The Volume of the DODFMR that establishes policy on pay and allowances of military personnel is **Volume 7A**

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Entitlement Overview

What is an Entitlement?

- An Entitlement is the legal right to receive items for pay and/or allowances, Entitlements are broken down as:
  - Basic Pay (Module 1)
  - Special Pay, Bonuses and Incentive Pay (Module 2)
  - Allowances (Module 3)

Module 1 - Basic Pay

What is Basic Pay?

- Basic Pay is the pay for an officer or enlisted member according to their rank and longevity before additional amounts are added for quarters, subsistence, flying status, overseas duty, etc.

- Four components interact with Basic Pay and affect the amount paid:
  - Creditable Service (longevity and grade)
  - The Basic Pay Rate
  - Absence From Duty and the effect on pay and allowances
  - Change in grade

* Items underlined will be further discussed

Module 1 - Basic Pay

- **Basic Pay Definitions:**

  - **Creditable Service -** Creditable service affects the amount of basic pay and determines a basic pay date from which longevity is computed.
  - **Basic Pay Date –** A date used to establish longevity and is usually the date of a member's most recent entry on duty without a break in service.
  - **Constructive Service –** A term commonly used with medical and dental officers who are entitled to extra credit for longevity purposes to reflect the time spent in medical or dental school.
  - **Lost Time** - That period of time not included in determining cumulative years of service for all military purposes. Lost Time is most commonly the result of Absent Without Leave (AWOL).

Module 1 – Basic Pay

- **What is creditable service?**
  - Creditable service relates to longevity and thus affects the amount of basic pay.
  - Creditable service is used to determine a basic pay date that gives an individual a start point against which to compute his longevity. The basic pay date is an integral part in the computation of pay.

- **Computation of Creditable Service** - There are three components to computing creditable service. The following items must be considered:

  - **Basic pay date** - All basic pay date computations start from the date of a member's most recent entry on duty without a break in service.

  - **Creditable service prior to the basic pay date** - Starts once the initial basic pay date has been determined, creditable service for all service prior to that date is computed.

  - **Lost time** - That period of time not included in determining cumulative years of service for all military purposes.

Module 1 - Basic Pay

- **Computation of Creditable Service for Active Duty Enlisted Service Member example:**
  - Computing creditable service denotes how much service a member has for the purpose of determining longevity pay rates. There are 8 Steps

Step 1 - List the beginning and ending dates for each period of service	**Step 5** – when the number of the month in Step 4 is greater in the beginning total than in the ending total, it is necessary to borrow a year, or 12 months.
Step 2 – Total the beginning dates	**Step 6** – Using the revised beginning dates from Step 5, when applicable, subtract the beginning total from the ending total.
Step 3 – Total the ending dates	**Step 7** – For each non-continuous period of service, add one day to account for inclusive days.
Step 4 – Subtract the total of the beginning dates from the total of the ending dates.	**Step 8** – Convert to full years, months, and days. This result is years of service purpose.

Scenario

Beginning Dates Total YY MM DD	Ending Dates Total YY MM DD	-Difference	+ Plus Inclusive Days	- Basic Pay Date
51 01 01	54 02 30			
54 06 01	61 05 26			
63 08 01	75 06 04			
Totals				
168 15 03	190 13 60	-21 10 57	+ 3	21 10 60

Step 1

Step 2

Step 3

Step 6

Step 7

The result is 21 years, 10 months, and 60 days, Which converts to 22 years of total creditable service

Step 5

Step 4

Year 190-1 = 189 = 60

Month 13 + 12 = 25

Day 60

NOTE: Since the number of the month in the beginning total of Step 4 is greater than in the ending total, it is necessary to borrow a year, or 12 months. Reduce the ending year total by one, and increase the ending month total by 12.

Step 8

Year	Month	Day
189	25	60
168	15	03
21	10	57

Module 1 - Basic Pay Quiz

The four components that interact with Basic Pay and affect the amount paid are:

- Creditable Service (Longevity and grade)
- Computation of Basic Pay
- Absence From Duty and the effect on Pay and Allowances
- Age of Service-member

True False

Correct!!!

The four components that interact with Basic Pay and affect the amount paid are:

- Creditable Service (Longevity and Grade)
- Computation of Basic Pay
- Absence From Duty and the effect on Pay and Allowances
- Change in Grade

Incorrect

Your Selection:

- Creditable Service (Longevity and grade)
- Computation of Basic Pay
- Absence From Duty and the effect on Pay and Allowances
- Age of Service Member

The correct answer is:

- Creditable Service (Longevity and Grade)
- Computation of Basic Pay
- Absence From Duty and the effect on Pay and Allowances
- Change in Grade

Module 1 - Basic Pay Quiz

_____ - Is the period of time not included in determining cumulative years of service for all military purposes.

Lost Time

Leave

Correct!!!

Lost Time is the period of time not included in determining cumulative years of service for all military purposes.

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Incorrect

You chose **Leave**, the correct answer is:

Lost Time, that period of time not included in determining cumulative years of service for all military purposes.

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Module 1 - Basic Pay Quiz

Basic Pay Date - Is the start of a member's most recent entry on duty without a break in service.

True False

Correct!!!

You answered **True**.

Basic Pay Date - Is the start of a member's most recent entry on duty without a break in service.

Next >

Incorrect

You answered **False**. The correct answer is:

True. Basic Pay Date - Is the start of a member's most recent entry on duty without a break in service.

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Module 2 - Special, Bonus, and Incentive Pay Overview

- In addition to basic pay, there are different types of other pay that exist, including those that relate to combat, specified duties, and unique training. Generally, those additional types of pay fall into three broad categories:

  - **Special Pay -** Special Pay (based on occupation: combat, flight, hazardous duty) can be received in addition to basic pay.
  - **Bonus Pay -** Bonus pay is a well-established method for retaining Service Members in critical military specialties.
  - **Incentive Pay -** A Military Service Member entitled to basic pay is, in addition, entitled to incentive pay for performing hazardous duties under competent orders.

What are the types of Special Pay?

Types of Special Pay Include:

- Hardship Duty Pay (HDP)
- Hostile Fire/Imminent Danger Pay (HFP/IDP)
- Diving Duty Pay
- Special Duty Assignment Pay
- Overseas Extension Pay
- Foreign Language Proficiency Pay (FLPP)
- Special Pay for Officers Serving in Positions of Unusual Responsibility and of a Critical Nature (Navy)
- Sea Duty, Career Sea Pay (CSP)
- Special Pay for Medical Officer
- Special Pay for Dental Officers
- Special Pay for Pharmacy Officers, Optometrists, and Veterinarians
- Special Pay for Nurse Corps Officers

*** Items underlined will be further discussed**

Module 2 - Special Pay

What is Hardship Duty Pay (HDP)?

• The Secretary of Defense has established that Hardship Duty Pay HDP shall be paid to an officer or enlisted member for performing a designated hardship mission, when assigned to a designated location and/or, when serving on a designated involuntary extension of duty. HDP rates are payable in addition to all other pays and allowances.

What is Hostile Fire/Imminent Danger Pay (HFP/IDP)?

• HFP/IDP exist when a member receiving basic pay performs duty for any part of the month subject to HFP/IDP. A member is entitled to IDP when assigned to a designated IDP area. The Commander determines HFP/IDP based on the following conditions:

- Subject to hostile fire or explosion of a hostile mine
- On duty in an area in close proximity to a hostile fire incident and the member is in danger of being exposed to the same dangers actually experienced by other Service Members subjected to hostile fire or explosion of hostile mines.
- Killed, injured, or wounded by hostile fire, explosi

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- **Hostile Fire/Imminent Danger Pay (HFP/IDP)** continued:

  Three special situations affect HFP/IDP. These apply to members who are:

  - **Captured or missing** - Continue to receive the special pay as long as they remain in such status
  - **Hospitalized as a result of hostile action -** Continue to receive the special pay for not more than three months while remaining hospitalized.
  - **Otherwise entitled to HFP/IDP but are missing from the area for an entire calendar month -** Are not entitled to the special pay for that period.

What is Special Duty Assignment Pay?

- An enlisted member may qualify for special duty assignment pay when the member performs duties designated by the Military service concerned as extremely difficult or involving an unusual degree of responsibility. A member entitled to special duty assignment pay may receive such pay in addition to any other pay or allowances to which entitled. Eligibility requirements are:

  - Enlisted members serving in pay grade E-3 or higher.

  - Special Duty Assignment Pay replaced Proficiency Pay; therefore, only one or the other may be paid to a member for a given period.

What is Foreign Language Proficiency Pay (FLPP)?

- An officer or enlisted member of the Armed Forces of the United States, who has been certified by the Secretary of the Military Department concerned within the past 12 months to be proficient in a foreign language identified by the Secretary of Defense is entitled to Foreign Language Proficiency Pay (FLPP). A member entitled to FLPP may receive such pay in addition to any other pay or allowances to which entitled. Such individuals must meet the following criteria:
  - Be qualified in a career military linguist specialty (career linguist)
  - Have received training under prescribed regulations designated to develop such proficiency
  - Be assigned to military duties requiring such proficiency
  - Be proficient in a foreign language identified as a critical need.

Module 2 - Special Pay

What is Special Pay for Medical Officers?

- Special Pay for Medical Officers is varied and complex, most are designated to compensate medical doctors for the knowledge, experience and areas of expertise. It is beyond the scope of this tutorial to examine these different entitlements in detail. All these entitlements would be in addition to any other pay and allowances. These entitlements include:

  - Variable Special Pay
  - Board Certified Pay
  - Additional Special Pay
  - Incentive Special Pay
  - Inter service Transfers
  - Medical Officer Retention Bonus (MORB)
  - Multiyear Special Pay (MSP)
  - Board Certified Pay for Non-physician Health Care Providers
  - Diplomat Pay for Psychologists

Module 2 - Bonus Pay

What is Bonus Pay?

- Bonus Pay is a well-established method for retaining Service Members in critical military specialties. Examples of these bonus payments include:

  - Enlistment Bonus
  - Selective Reenlistment Bonus (SRB)
  - Aviator Retention Bonus
  - Engineering and Scientific Career Continuation Pay (ESCCP)
  - Nurse Officer Candidate Accession and Continuation Bonuses
  - Critical Skills Retention Bonus
  - Career Status Bonus (CSB)
  - Bonuses for Nuclear Qualified Officers

* Items in underlined will be further discussed

Module 2 - Bonus Pay

What is an Enlistment Bonus?

- An Enlistment Bonus is payable to a member for an enlistment of two years or more in a designated critical specialty. Basic Conditions of Entitlement:
  - **Non-prior Service Enlistee -** A person who has never served or has served less than 180 days on active duty as a member of the Armed Forces.
  - **Prior-Service Enlistee -** A person who has not previously received an enlistment or reenlistment bonus or who currently is not entitled to a reenlistment bonus.
  - **Reservist Not on Active Duty who Enlist in the Regular Component of the Military Service Department Concerned -** A person who previously has not received an enlistment or reenlistment bonus or currently is not entitled to a reenlistment bonus.
  - **Is not a Delayed Entry Program (DEP) Reservist currently obligated to any other Military Service.**

What is The Selective Reenlistment Bonus (SRB)?

- SRB is available to enlisted members who meet the following eligibility requirements:
  - Qualified in a designated military specialty or will retrain into a qualified specialty
  - In a pay grade E-3 or higher
  - Separated from active duty within the allowable service limitation
  - Meet other criteria established by the military service concerned

Module 2 - Bonus Pay

What is a Aviator Retention Bonus?

- An aviator who agrees to remain on active duty for at least one additional year is entitled to the Aviator Retention Bonus. This bonus is payable in addition to other pay and allowances but is subject to certain criteria.

- To qualify for the Aviator Retention Bonus, an aviator must:
  - Be entitled to Aviation Career Incentive Pay (ACIP)
  - Be in a pay grade below O-7
  - Be qualified to perform operational flying duties
  - Have completed all active duty service commitments related to undergraduate aviator training.

Module 2 - Incentive Pay

What is Incentive Pay?

- A Military Service Member entitled to basic pay is, in addition, entitled to incentive pay for performing hazardous duties under competent orders and otherwise meets the requirements included below (full requirements listed in the DoDFMR Volume 7 Ch 24):
  - Duty involving parachute jumping as an essential part of military duty.
  - Duty involving frequent and regular participation in flight operation on the flight deck of an aircraft carrier from which aircraft are launched.
  - Duty involving the demolition of explosives as a primary duty, including training for such duty.
  - Duty involving handling of chemical munitions.

- **Three types of Incentive Pay:**
  - Aerial Flights
  - Parachute Duty
  - Hazardous Duty

* Items in underlined will be further discussed

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Module 2 - Incentive Pay

What is "Aerial Flights"?

- Members under orders to make regular and frequent flights, whether crew members or non-crew members, are eligible for Hazardous Duty Incentive Pay (HDIP) for Flying Duty. All enlisted and officer ranks are eligible. To qualify, a member in flying status must fly at least four hours per calendar month. Members receiving Aviation Career Incentive Pay (ACIP) are not entitled to HDIP for Flying Duty.

What is "Parachute Duty"?

- HDIP is available for members who are selected as parachutists, parachute riggers, and those who are required to jump from aircraft in flight and those who are in training for these activities.

What is "Hazardous Duty"?

- A member under orders with the primary duty to service aircraft or missiles with highly toxic fuel or propellants is entitled to HDIP for Toxic Fuels Duty.

Module 2 - Special, Bonus, and Incentive Pay Quiz

List 2 types of Special Pay are?

A. Hardship Duty Pay/Diving Duty Pay

B. Sea Duty/Hostile Fire/Imminent Danger Pay

C. All of the above

Correct!!!

The answer is **C**. The two types of Special Pay are:

- **Hardship Duty Pay/Diving Duty Pay**
- **Sea Duty/Hostile Fire/Imminent Danger Pay**

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Incorrect

You answered **A, Hardship Duty Pay/Diving Duty Pay**

The answer is **C**. The two types of Special Pay are:

- **Hardship Duty Pay/Diving Duty Pay**
- **Sea Duty/Hostile Fire/Imminent Danger Pay**

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Incorrect

You answered **B, Sea Duty/Hostile Fire/Imminent Danger Pay**

The answer is **C**. The two types of Special Pay are:

- **Hardship Duty Pay/Diving Duty Pay**
- **Sea Duty/Hostile Fire/Imminent Danger Pay**

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Module 2 - Special, Bonus, and Incentive Pay Quiz

An Enlistment Bonus is payable to a member for an enlistment of one year or more in a designated critical specialty.

True False

Correct!!!

TRUE An Enlistment Bonus is payable to a member for an enlistment of one year or more in a designated critical specialty.

Next >

Incorrect

You answered **FALSE**.

The Correct answer is **TRUE**. An Enlistment Bonus is payable to a member for an enlistment of one year or more in a designated critical specialty.

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Module 2 - Special, Bonus, and Incentive Pay Quiz

Foreign Language Proficiency Pay is an Incentive Pay?

True False

Correct!!!

You answered **FALSE** - Foreign Language Proficiency Pay is a **Special Pay.**

Next >

Incorrect

You answered **TRUE**, the correct answer is:

FALSE - Foreign Language Proficiency Pay is a **Special**

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Module 2 - Special, Bonus, and Incentive Pay Quiz

What does the acronym **HFP/IDP** stand for?

A. Hardship Fire/Imminent Danger Pay

B. Hostile Fire/International Danger Pay

C. Hostile Fire/Imminent Danger Pay

Correct!!!

You answered C, Hostile Fire/Imminent Danger Pay

Next >

Incorrect

You answered A, Hardship Fire/Imminent Danger Pay

The correct answer is **C, Hostile Fire/Imminent Danger Pay**

Next >

Incorrect

You answered B, Hostile Fire/International Danger Pay

The correct answer is **C**, **Hostile Fire/Imminent Danger Pay**

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Module 3 - Allowance

What is an Allowance?

- An Allowance is a monetary amount paid to an individual in lieu of furnished quarters, subsistence, or the like. Some examples of Allowances are:

  - Basic Allowance for Subsistence (BAS)
  - Basic Allowance for Housing (BAH)
  - Cost of Living Allowance (COLA)
  - Allowance for Clothing
  - Family Separation Allowance (FSA)
  - Temporary Lodging Allowance and Expenses (TLA)

* Items underlined will be further discussed

Module 3 - Allowance

What is Basic Allowance for Subsistence (BAS)?

- **BAS** is designed to continue the military tradition of providing a food allowance for Service Members as part of their pay. This allotment is for the Service Member only and is not intended to cover spouses and/or family members' food costs.

What is Basic Allowance for Housing (BAH)?

- **BAH** is based on geographic duty location, pay grade, and dependency status. The intent of BAH is to provide uniformed Service Members accurate and equitable housing compensation based on housing costs in local civilian housing markets (by zip code), and is payable when government quarters are not provided.

Module 3 - Allowance

- **Examples of BAH :**
  - **Zip Code:** 79906
    Military Housing Area: El Paso, TX

Monthly Allowance:	
E1 with Dependents:	**E1** without Dependents:
$786.00	$616.00

  - **Zip Code:** 15701
    Military Housing Area: Pittsburgh, PA

Monthly Allowance:	
E1 with Dependents:	**E1** without Dependents:
$939.00	$732.00

Module 3 - Allowance

- **What is Cost of Living Allowance (COLA)?**
- **COLA-** During their careers, Service Members are likely to be assigned to a variety of low-, moderate-, and high cost locations. Private sector pay scales tend to reflect local living cost, but military pay tables do not.

  - **CONUS COLA** is based on geographic duty locations (zip codes), pay grade, years of service and dependency status to provide compensation for variations in non-housing costs in the continental United States.
  - **Overseas COLA** is an allowance paid to Service Members stationed in high-cost areas overseas, including Alaska and Hawaii. The COLA helps maintain purchasing power to purchase about the same goods and services overseas as in the U.S. If the costs of living in the overseas area is the same as, or lower than it would be in an average area in the U.S., overseas COLA is not allowed.

Module 3 - Allowance

- **Examples of Overseas COLA:**

  - **PAY PERIOD:** 1-01-2006 thru
  - 1-15-2006
  - **Rank:** E2
  - **Years of Service:** 4
  - **Number of Dependents:** 2
  - **Country/State:** KOREA
    City: Suwon
    Location Code:KS050COLA
  - **Effective Date:** 20060101
  - **Daily COLA:** $16.333
  - **Daily Unique:** $0
  - **COLA Payment for Pay Period**
    1-01-2006 thru 1-15-2006
  - **COLA:$ 245.00**

  - **PAY PERIOD**: 1-01-2006 thru
    1-15-2006
  - **Rank:** E2
  - **Years of Service:** 4
  - **Number of Dependents:** 2
  - **Country/State:** HAWAII
    City: Oahu
  - **Location Code:** HI009COLA
  - **Effective Date:** 20050501
  - **Daily COLA:** $14.972
  - **Daily Unique:** $0
  - **COLA Payment for Pay Period**
    1-01-2006 thru 1-15-2006
  - **COLA:$ 224.58**

Module 3 – Allowance Quiz

Basic Allowance for Subsistence (BAS) is a monetary allowance given to a Service Member to provide food for their family?

True False

Correct!!!

You answered **False**

BAS is designed to continue the military tradition of providing a food allowance for Service Members as part of their pay. This allotment is for the Service Member only and is **not** intended to cover spouses and/or family members' food costs.

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Incorrect

You answered **True**, the correct answer is:

False - **BAS** is designed to continue the military tradition of providing a food allowance for Service Members as part of their pay. This allotment is for the Service Member only and is **not** intended to cover spouses and/or family members' food costs.

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Module 3 – Allowance Quiz

Basic Allowance for Housing (BAH) is based on geographic duty location, pay grade, and dependency status.

True False

Correct!!!

You answered **True**

Basic Allowance for Housing (BAH) is based on geographic duty location, pay grade, and dependency status._

Next >

Incorrect

You answered **False**, the correct answer is:

True, Basic Allowance for Housing (BAH) is based on geographic duty location, pay grade, and dependency status.

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Module 3 – Allowance Quiz

_____ Cost of Living Allowance (COLA) is based on geographic duty locations (zip codes), pay grade, years of service and dependency status to provide compensation for variations in non-housing costs in the continental United States.

A Overseas Cola

B CONUS Cola

Correct

You answered **B**

CONUS COLA Cost of Living Allowance (COLA) is based on geographic duty locations (zip codes), pay grade, years of service and dependency status to provide compensation for variations in non-housing costs in the continental United States.

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Incorrect

You answered **A**, **Overseas COLA**

The correct answer is:

CONUS COLA Cost of Living Allowance (COLA) is based on geographic duty locations (zip codes), pay grade, years of service and dependency status to provide compensation for variations in non-housing costs in the continental United States.

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Deduction Overview

What is a Deduction?

- Deduction are predetermined amounts that are subtracted from a Service Member's pay to arrive at a taxable income. Deductions are broken down as:

  - Allotments (Module 4)
  - Deductions (Module 5)
  - Other Deductions (Module 6)

What is an Allotment?

- The allotment system is provided to help Service Members manage personal and family finances while in military service. Allotments are of two primary types:
  - Discretionary
  - Non-discretionary

* Items underlined will be further discussed

What is a Discretionary allotment?

- For discretionary allotments, members specify the individual, institution or business to receive the allotment. No more that six discretionary allotments are allowed. Examples of discretionary allotments include:

1. Payments of premiums for commercial life insurance on the member or the member's spouse or children
   - Allotments are authorized for all military Service Members to pay insurance premiums.
   - Eligible allottees are:
     - ✓ U.S. Government Life Insurance and National Service Life Insurance
     - ✓ Commercial insurers
     - ✓ The Navy Mutual Aid
2. Voluntary payments to dependents or other relatives

   Military members may authorize allotments to dependents, relatives, or a divorced spouse.

Module 4 - Allotments

3. Deposits to financial institutions, mutual fund companies, or investments

   Members may authorize allotments of pay to financial organizations for credit to the account of the member.

4. Mortgage or Rent

   Members may authorize allotments of pay for mortgage or rent payment to a financial institution, mortgage company, realtor, or landlord.

5. Car loan payments

   Members may authorize an allotment for payment of car or personal loans.

6. Payments to repay a loan from a loan or finance company

   Members are authorized to make these types of allotments.

7. Deposits into the savings deposit program

   Members may authorize an allotment into the Saving Deposit Program* and are processed in accordance with the procedural instructions of the military service concerned.

   *Savings Deposit Program – was established to allow authorized Service Members of the uniformed services who are serving on a permanent duty assignment outside the U.S. or its possessions to deposit unallotted current pay and allowances for savings purposes. Amounts up to $10,000.00 can be deposited with interest accrual at the rate of 10%

Module 4 - Allotments

What is a Non-Discretionary Allotment?

- Non-Discretionary allotments are made to a specifically designated agency or purpose. There is no limit to the number of non-discretionary allotments a member can have at any given time. Non-discretionary allotments are limited to the following:

1. Purchase of U.S. savings bonds

   DLT 41-1 specifies who can purchase bonds by allotment. The purchase of U.S. savings bonds is by Class B allotment. One year bond purchases can not exceed $15,000. Series EE and I bonds are available.

2. Relief Repayments

   Repayment of loans to the Army Emergency Relief, Navy and Marine Corps Relief Society, Air Force Aid Society, and American Red Cross.

3. Government Indebtedness

   Voluntary liquidation of indebtedness to the U.S. including those incurred due to defaulted notes insured by the FHA or guaranteed by the VA or payment of amounts due under the Retired Serviceman's Family Protection Plan.

4. Charity

Members are authorized to make charitable contributions by allotment to the Army Emergency Relief, Navy and Marine Corps Relief Society, or affiliates of the Air Force Assistance Fund.

5. Child and Spousal Support

When the member on extended active duty has failed to make support order payments, a cognizant DFAS site with proper notification will start a statutorily-required child or child and spousal support allotment from the members pay and allowance.

6. Assistance Funds

The Post-Vietnam Era Veteran's Educational Assistance Program provides education assistance on a contributory basis to those eligible members entering the Armed Forces on or after January 1, 1977, and before July 1, 1985, who might otherwise be unable to obtain a higher education.

7. Debts for Non-discretionary Allotments

Payment of delinquent federal, state or local income or employment taxes.

Commercial Debt- When a member fails to pay just debts owed to a commercial creditor, the creditor can make application for recovery of this debt.

Module 4 – Allotments Quiz

There are primarily two types of allotments, discretionary and non-discretionary.

True False

Correct!!!

You answered **True**.

There are primarily two types of allotments, discretionary and non-discretionary.

Next >

Incorrect

You answered False. The correct answer is:

There are primarily two types of allotments, discretionary and non-discretionary.

Next >

Module 4 – Allotments Quiz

Voluntary payments to dependents or other relatives falls under non-discretionary allotments.

True False

Correct!!!

You answered **False**,

Voluntary payments to dependents or other relatives are **discretionary** allotments

Next >

Incorrect

You answered **True**, the correct answer is:

False - Voluntary payments to dependents or other relatives are **discretionary** allotments

Next >

Module 4 – Allotments Quiz

Mortgage or rent is a discretionary allotment.

True False

Correct!!!

You answered **True**,

Mortgage or rent is a discretionary allotment.

Next >

Incorrect

You answered **False**, The correct answer is:

True. Mortgage or rent is a discretionary allotment.

Next >

Module 4 – Allotments Quiz

Government indebtedness is a _____ allotment.

A. Non-discretionary

B. Discretionary

Correct!!!

You answered **A**.

Government indebtedness is a **non-discretionary** allotment.

Next >

Incorrect

You answered **B**, **Discretionary**, the correct answer is:

A. Government indebtedness is a **non-discretionary** allotment.

Next >

Module 5- Deductions

- Taxes
  - Federal Income Tax Withholding (FITW)
  - State Income Tax Withholding (SITW)
  - Federal Insurance Contributions Act (FICA)
  - Combat Zone Tax Exclusion (CZTE)
  - Combat Zone Leave
- Thrift Savings Plan (TSP)
  - Thrift Savings Plan Features

* Items underlined will be further discussed

What is Combat Zone Tax Exclusion (CZTE)?

- Combat Zone Tax Exclusion (CZTE) is when a member can exclude certain pay from their taxable income. A member of the armed services is entitled to CZTE or qualified hazardous duty area exclusion for any month during any part of which the member:
  - Performs active service in a combat zone or qualified hazardous duty area.
  - Is absent from duty assignment in the zone or area on account of sickness, wounds, internment by the enemy, or other lawful cause in periods of active service.
  - Becomes a prisoner of war (POW) or missing in action (MIA) while in active service in a combat zone or qualified hazardous duty area.
  - Is present, however briefly, in a combat zone or qualified hazardous duty area on official duty requiring presence in that zone or area.
    - ✓ To include flying over a combat zone or qualified hazardous duty area while on official orders.

Module 5- Deductions

What is Thrift Savings Plan (TSP)?

- TSP is a Federal Government-sponsored retirement savings and investment plan for Service Members. The retirement income that a Service Member receives from a TSP account depends on how much a member contributes to an account during their working years and the earnings on those contributions. TSP allows the member to contribute as little as 1% of basic pay each pay period. Only the Service Member may contribute to their TSP account, the Government does not match a uniformed Service Members contribution.

- Participation is optional. For features and forms visit our **investment options page** or **www.tsp.gov**.

Module 5- Deductions Quiz

What does CZTE stand for?

A. Combat Zone Tax Expense

B. Combat Zone Time Exclusion

C. Combat Zone Tax Exclusion

Correct!!!

You answered **C**.

CZTE stands for **Combat Zone Tax Exclusion**

Next >

Incorrect

You answered **A**, **Combat Zone Tax Expense.**

The correct answer is:

CZTE stands for **Combat Zone Tax Exclusion**

Next >

Incorrect

You answered **B**, **Combat Zone Time Exclusion.**

The correct answer is:

CZTE stands for **Combat Zone Tax Exclusion**

Next >

Module 5- Deductions Quiz

You are entitled to Combat Zone Tax Exclusion if you become a prisoner of war (POW) or missing in action (MIA) while in active service in a combat zone or qualified hazardous duty area.

True

False

Correct!!!

You answered **True**,

You are entitled to Combat Zone Tax Exclusion if you become a prisoner of war (POW) or missing in action (MIA) while in active service in a combat zone or qualified hazardous duty area.

Next >

Incorrect

You answered **False**, the correct answer is:

True. You are entitled to Combat Zone Tax Exclusion if you become a prisoner of war (POW) or missing in action (MIA) while in active service in a combat zone or qualified hazardous duty area.

Next >

Module 5- Deductions Quiz

You are entitled to Combat Zone Tax Exclusion if you become a prisoner of war (POW) or missing in action (MIA) while in active service in a combat zone or qualified hazardous duty area.

True

False

Correct!!!

You answered **True**.

You are entitled to Combat Zone Tax Exclusion if you become a prisoner of war (POW) or missing in action (MIA) while in active service in a combat zone or qualified hazardous duty area.

Next >

Incorrect

You answered **False**, the correct answer is

True. You are entitled to Combat Zone Tax Exclusion if you become a prisoner of war (POW) or missing in action (MIA) while in active service in a combat zone or qualified hazardous duty area.

Next >

Module 5- Deductions Quiz

What is the minimum percent of basic pay a uniform Service Member can contribute to the Thrift Savings Plan (TSP)?

A 1%

B 3%

C 5%

Correct!!!

You answered **A**.

TSP allows the member to contribute as little as **1%** of basic pay each pay period.

Next >

Incorrect

You answered **B**. **3%**

A. TSP allows the member to contribute as little as **1%** of basic pay each pay period.

Next >

Incorrect

You answered **C**. **5%**

A. TSP allows the member to contribute as little as **1%** of basic pay each pay period.

Next >

Module 5- Deductions Quiz

The Government will match a uniformed Service Members contribution to their TSP account.

True

False

Correct!!!

You answered **False**.

The Government **does not** match a uniformed Service Members contribution.

Next >

Incorrect

You answered **True**. The correct answer is:

False. The Government **does not** match a uniformed Service Members contribution.

Next >

Module 6- Other Deductions

- **Other deductions pertaining to military pay transactions.**

  - Service Members' Group Life Insurance Program (SGLI)
  - Family Service Members' Group Life Insurance Program (FSGLI)
  - Armed Forces Retirement Home Deduction (AFRH)
  - Savings Deposit Program (SDP)
  - Dependent Dental Program (DDP)
  - Montgomery GI Bill (MGIB)

* Items underlined will be discussed further

Module 6- Other Deductions

What is Service Members' Group Life Insurance (SGLI)

- **SGLI** is a program of low cost group life insurance for Service Members on active duty, ready reservists, members of the Commissioned Corps of the National Oceanic and Atmospheric Administration and the Public Health Service, cadets and midshipmen of the four service academies, and members of the Reserve Officer Training Corps.

  - **How Much Coverage is Available?**
    SGLI coverage is available in $50,000 increments up to the maximum of $400,000.

  - **How Much Does SGLI Cost?**
    SGLI premiums are currently $.065 per $1,000 of insurance, regardless of the member's age.

Module 6- Other Deductions

What is Family Service Members' Group Life Insurance (FSGLI) Program?

- **FSGLI** Covers spouses and dependent children of uniformed Service Members.
  - Eligibility:
    - ✓ Service Member must be enrolled in the full-time program SGLI program
  - Individual Coverage:
    - ✓ Spousal coverage is for $100,000, but cannot exceed the member's SGLI coverage if it is less than $100,000.
    - ✓ Children of Service Members are covered for $10,000 each at no cost to a member.

Module 6- Other Deductions

What is the Savings Deposit Program (SDP)?

- The Savings Deposit Program (SDP):

  - Military members deployed in combat zones, qualified hazardous duty areas, or certain contingency operations may deposit all or part of their unallotted pay into a DOD savings account up to $10,000 during a single deployment. Interest accrues on the account at an annual rate of 10% (per Executive Order 11298) and compounds quarterly.

  - Although federal income earned in hazardous duty zones is tax-free, interest accrued on earnings deposited into the SDP is taxable. Members can designate the allotment amount in five-dollar increments.

  - The savings program is not new -- it provided Vietnam veterans a way to earn extra money while on their Southeast Asia tours. DOD reopened the program to Desert Storm troops in 1991, and extended it to troops in Bosnia in 1996. The program was further expanded in 1997, 2001, and 2003.

Module 6- Other Deductions

What is the Montgomery GI Bill (MGIB)?

- The **Montgomery GI Bill** (MGIB) was enacted as an educational assistance program in order to attract high quality individuals into the armed forces. Provides up to 36 months of educational benefits to eligible veterans for:

  - College
  - Technical or vocational courses
  - Correspondence courses
  - Apprenticeship/job training
  - Flight training

Module 6- Other Deductions

What are the Overall goals of the MGIB?

- The overall goals of the MGIB are:
  - To help members of the Armed Forces adjust to civilian life after separation from services.
  - To give those who cannot afford a higher education the chance to get one.
  - To restore lost educational opportunities and occupational readjustments to Service Members who lost these opportunities as the result of their active military duty.
  - To promote and assist the All-Volunteer Force program of the Armed Forces.
  - To aid in the retention of personnel in the Armed Forces.
  - To enhance or Nation’s competitiveness through the development of a more highly educated and productive work force.

Module 6 – Other Deductions Quiz

What is the maximum amount available for Service Members' Group Life Insurance (SGLI)?

A. 100,000

B. 250,000

C. 400,000

Correct!!!

You answered **C**.

SGLI coverage is available in $50,000 increments up to the maximum of **$400,000**.

Next >

Incorrect

You answered **A**, $**100,000**. The correct answer is

SGLI coverage is available in $50,000 increments up to the maximum of **$400,000**.

Next >

Incorrect

You answered **B**, $**250,000**. The correct answer is

SGLI coverage is available in $50,000 increments up to the maximum of **$400,000**.

Next >

Module 6 – Other Deductions Quiz

Who does Family Service Members' Group Life Insurance (FSGLI) cover?

A. Brothers and Sisters

B. Spouses and Dependent Children

Correct!!!

You answered **B**.

FSGLI covers **spouses and dependent children** of uniformed Service Members.

Next >

Incorrect

You answered **A**, **Brothers and Sisters**. The correct answer is:

B. **FSGLI** Covers **spouses and dependent children** of uniformed Service Members.

Next >

The GI Bills covers ____ months of educational benefits to eligible veterans.

A 12

B 36

C 48

Correct!!!

You answered **B**.

The GI Bill covers up to **36** months of educational benefits to eligible veterans.

Next >

Incorrect

You answered **A**, . The correct answer is:

B Provides up to **36** months of educational benefits to eligible veterans.

Next >

Incorrect

You answered A, . The correct answer is:

B. Provides up to **36** months of educational benefits to eligible veterans.

Next >

Collections and Miscellaneous Pay Actions Overview

What are collections?

- Collections are funds that are subtracted from a Service Members pay.

What are Miscellaneous Pay Actions?

- Miscellaneous Pay Actions deal with Service Members leave, permanent change of station (PCS), separation payments, and payments on behalf of members.

  - Collections (Module 7)
  - Miscellaneous Pay Actions (Module 8)

Module 7 - Collections

- Non-judicial Punishment
- Suspension, Remission, and Mitigation
- Court-Martial Punishment
- Remission, Suspension, and Cancellation of Forfeitures
- Voluntary Collections
- Involuntary Collections
- Precedence Protocol of Deductions and Collections

* Items underlined will be further discussed

What is a Voluntary Collections

- A **voluntary collection** is an acknowledgement or Recognition of debt. For instances when a Service Member acknowledges and recognizes debt, the Service Member may enter into a voluntary collection agreement with the U.S. A voluntary collection agreement is strongly encouraged in order to liquidate debt.

What is a Involuntary Collection?

- An **involuntary collection** results when the Government can and will collect money due to the U.S. from a Service Member's pay without the consent of the Service Member.
- Child Support and Alimony - Garnishment of pay for the enforcement of child support and alimony obligations is permissible, but certain rules apply. Funds due from or payable by the U.S. to active duty members, members of the reserve components not on active duty, and retired members are subject to legal process (issued, for example, by a state court, federal court, and foreign court of competent jurisdiction to enforce a legal obligation to pay child support or alimony).

Module 8 - Miscellaneous Pay Actions

- Leave
- Permanent Change of Station (PCS)
- Separation Payments
- Payments on Behalf of Members

*** Items Underlined will be further discussed**

Module 8 - Miscellaneous Pay Actions

What is Leave?

- Regular leave is an entitlement offered to military personnel on active duty defined as the allowable absence from a place of duty and chargeable to a member's leave account. All military Service Members on active duty for 30 consecutive days or more are entitled to accrue leave at 2.5 days a month, to include weekends and holidays.

- Chargeable and authorized leave or absences encompass the following situations:

  - ordinary leave of 30 days per year
  - advance leave
  - emergency leave
  - environmental and morale leave
  - leave awaiting orders resulting from disability separation proceedings
  - leave together with consecutive overseas tours (COT).

Module 7 & 8 Collections/Misc. Pay Actions- Quiz

Child support or alimony is an involuntary collection

True

False

Correct!!!

Your answer is **True**.

Child support or alimony is an involuntary collection

Next >

Incorrect

Your answer is **False**. The correct answer is:

Child support or alimony is an involuntary collection

Next >

All military Service Members on active duty for 30 consecutive days or more are entitled to accrue leave at ___ days a month, to include weekends and holidays.

A 2.5

B 1.5

C .5

Correct!!!

You answered **A, 2.5**

All military Service Members on active duty for 30 consecutive days or more are entitled to accrue leave at **2.5** days a month, to include weekends and holidays.

Next >

Incorrect

You answered **B**, **1.5**. The correct answer is:

A. All military Service Members on active duty for 30 consecutive days or more are entitled to accrue leave at **2.5** days a month, to include weekends and holidays.

Next >

Incorrect

You answered **C**, **.5**. The correct answer is:

A. All military Service Members on active duty for 30 consecutive days or more are entitled to accrue leave at **2.5** days a month, to include weekends and holidays.

Next >

You have now completed the learning portion of the tutorial. In order to obtain 1.5 CPE credits you must take the final test and obtain a passing score of 70%. The test contains 20 questions and takes on average15 minutes to complete.

Click Here to
Take Final Test

Final Test

The Mission of the Military Pay organization is to provide timely and accurate pay services to America's Armed Forces.

True | False

Final Test

What does “DODFMR” stand for?

A. Director of Defense Financial Management Regulation

B. Department of Defense Financial Management Regulation

C. Darn Ole Documents For My review

Final Test

_____ - Is the period of time not included in determining cumulative years of service for all military purposes.

Lost Time

Leave

Final Test

Basic Pay Date - Is the start of a member's most recent entry on duty without a break in service.

True

False

Final Test

An Enlistment Bonus is payable to a member for an enlistment of one year or more in a designated critical specialty.

True False

Final Test

Foreign Language Proficiency Pay is an Incentive Pay?

True

False

Final Test

Basic Allowance for Subsistence (BAS) is a monetary allowance given to a Service Member to provide food for their family?

True False

Final Test

Basic Allowance for Housing (BAH) is based on geographic duty location, pay grade, and dependency status.

True

False

Final Test

There are primarily two types of allotments, discretionary and non-discretionary.

True

False

Final Test

Voluntary payments to dependents or other relatives falls under non-discretionary allotments.

True

False

Final Test

Government indebtedness is a _____ allotment.

A. Non-discretionary

B. Discretionary

Final Test

_____ Cost of Living Allowance (COLA) is based on geographic duty locations (zip codes), pay grade, years of service and dependency status to provide compensation for variations in non-housing costs in the continental United States.

A Overseas Cola

B CONUS Cola

Final Test

What does the acronym **HFP/IDP** stand for?

A. Hardship Fire/Imminent Danger Pay

B. Hostile Fire/International Danger Pay

C. Hostile Fire/Imminent Danger Pay

Final Test

You are entitled to Combat Zone Tax Exclusion if you become a prisoner of war (POW) or missing in action (MIA) while in active service in a combat zone or qualified hazardous duty area.

True

False

Final Test

What is the minimum percent of basic pay a uniform Service Member can contribute to the Thrift Savings Plan (TSP)?

A 1%

B 3%

C 5%

Final Test

What is the maximum amount available for Service Members' Group Life Insurance (SGLI)?

A 100,000

B 250,000

C 400,000

Final Test

Who does Family Service Members' Group Life Insurance (FSGLI) cover?

A. Brothers and Sisters

B. Spouses and Dependent Children

Final Test

The MGI Bill covers ____ months of educational benefits to eligible veterans.

A 12

B 36

C 48

Final Test

Child support or alimony is an involuntary collection

True

False

Final Test

All military Service Members on active duty for 30 consecutive days or more are entitled to accrue leave at ___ days a month, to include weekends and holidays.

A. 2.5

B. 1.5

C. .5

How did I do?

Military Pay Computer Based Training

- Military Pay Introduction
  - DFAS Military Pay Organization
  - Department of Defense Financial Management Regulation (DODFMR)
- Entitlement Overview
  - Module 1 - Basic Pay
  - Module 2 - Special, Bonus and Incentive Pay Overview
  - Module 3 - Allowance
- Deductions Overview
  - Module 4 - Allotments
  - Module 5 - Deductions
  - Module 6 - Other Deductions
- Collections and Miscellaneous Pay Actions Overview
  - Module 7 - Collections
  - Module 8 - Miscellaneous Pay Actions

Retake Test

Exit

Scenario

Beginning Dates Total YY MM DD	Ending Dates Total YY MM DD	-Difference	+ Plus Inclusive Days	- Basic Pay Date
51 0				
54				
63 0				
Totals				
168 15 03	190 13 60	-21 10 57	+ 3	21 10 60

Step 1

List the beginning and ending dates for each period of service

Step 2

Step 3

Step 6

Step 7

The result is 21 years, 10 months, and 60 days, Which converts to 22 years of total creditable service

Step 5

Step 4

Year	Month	Day
190-1 = 189	13 + 12 = 25	60
= 60		

NOTE: Since the number of the month in the beginning total of Step 4 is greater than in the ending total, it is necessary to borrow a year, or 12 months. Reduce the ending year total by one, and increase the ending month total by 12.

Step 8

Year	Month	Day
189	25	60
168	15	03
21	10	57

Scenario

Beginning Dates Total YY MM DD	Ending Dates Total YY MM DD	-Difference	+ Plus Inclusive Days	- Basic Pay Date
51 01 01	54 02 30			
54 06 01	61 05 26			
63 08 01	75 06 04			
Totals				
168 15 03	190 13 60	-21 10 57	+ 3	21 10 60

Step 1

Step 2

Total the beginning dates

Step 6

Step 7

The result is 21 years, 10 months, and 60 days, Which converts to 22 years of total creditable service

Step 5

Step 4

Year	Month	Day
190-1 = 189	13 + 12 = 25	60
= 60		

NOTE: Since the number of the month in the beginning total of Step 4 is greater than in the ending total, it is necessary to borrow a year, or 12 months. Reduce the ending year total by one, and increase the ending month total by 12.

Step 8

Year	Month	Day
189	25	60
168	15	03
21	10	57

Scenario

Beginning Dates Total YY MM DD	Ending Dates Total YY MM DD	-Difference	+ Plus Inclusive Days	- Basic Pay Date
51 01 01	54 02 30			
54 06 01	61 05 26			
63 08 01	75 06 04			
Totals				
168 15 03	190 13 60	[illegible]	+ 3	21 10 60

Step 1

Step 2

Total the ending dates

The result is 21 years, 10 months, and 60 days,
Which converts to 22 years
total creditable
vice

Step 3

Step 6

Step 7

Step 5

Step 4

Year Month Day
190-1 = 189 13 + 12 = 25 60
= 60

NOTE: Since the number of the month in the beginning total of Step 4 is greater than in the ending total, it is necessary to borrow a year, or 12 months. Reduce the ending year total by one, and increase the ending month total by 12.

Step 8

Year	Month	Day
189	25	60
168	15	03
21	10	57

Scenario

Beginning Dates Total YY MM DD	Ending Dates Total YY MM DD	-Difference	+ Plus Inclusive Days	- Basic Pay Date
51 01 01	54 02 30			
54 06 01	61 05 26			
63 08 01	75 06 04			
Totals				
168 15 03	190 13 60	-21 10 57	+ 3	21 10 60

Step 1

Step 2

Step 3

Step 6

Step 7

The result is 21 years, 10 months, and 60 days, Which converts to 22 years of total creditable service

Subtract the total of the beginning dates from the total of the ending dates.

Step 4

Step 5

Year	Month	Day
190-1 = 189	13 + 12 = 25	60
= 60		

NOTE: Since the number of the month in the beginning total of Step 4 is greater than in the ending total, it is necessary to borrow a year, or 12 months. Reduce the ending year total by one, and increase the ending month total by 12.

Step 8

Year	Month	Day
189	25	60
168	15	03
21	10	57

Scenario

Beginning Dates Total YY MM DD	Ending Dates Total YY MM DD	-Difference	+ Plus Inclusive Days	- Basic Pay Date
51 01 01	54 02 30			
54 06 01	61 05 26			
63 08 01	75 06 04			
Totals				
168 15 03	190 13 60			

Step 1

Step 2

Step 3

The result is 21 years, 10 months, and 60 days

converts to 22

al creditable

10 60

when the number of the month in Step 4 is greater in the beginning total than in the ending total, it is necessary to borrow a year, or 12 months.

Step 5

Step 4

Year	Month	Day
190-1 = 189	13 + 12 = 25	60
= 60		

NOTE: Since the number of the month in the beginning total of Step 4 is greater than in the ending total, it is necessary to borrow a year, or 12 months. Reduce the ending year total by one, and increase the ending month total by 12.

Step 8

Year	Month	Day
189	25	60
168	15	03
21	10	57

Scenario

Beginning Dates Total	Ending Dates Total	-Difference	+ Plus Inclusive Days	- Basic Pay Date
Totals				
168 15 03	190 13 60	21 10 57	+ 3	**21 10 60**

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Using the revised beginning dates from Step 5, when applicable, subtract the beginning total from the ending total.

The result is 21 years, 10 months, and 60 days, Which converts to 22 years of total creditable service

Year	Month	Day
190-1 = 189	13 + 12 = 25	60
= 60		

NOTE: Since the number of the month in the beginning total of Step 4 is greater than in the ending total, it is necessary to borrow a year, or 12 months. Reduce the ending year total by one, and increase the ending month total by 12.

Year	Month	Day
189	25	60
168	15	03
21	10	57

Scenario

Beginning Dates Total YY MM DD	Ending Dates Total YY MM DD	-Difference	+ Plus Inclusive Days	- Basic Pay Date
51 01 01				
54 06 01				
63 08 01				
Totals				
168 15 03	190 13 60	-21 10 57	+ 3	21 10 60

Step 1

Step 2

For each non-continuous period of service, add one day to account for inclusive days.

The result is 21 years, 10 months, and 60 days, Which converts to 22 years of total creditable service

Step 3

Step 6

Step 7

Step 5

Step 4

Year	Month	Day
190-1 = 189	13 + 12 = 25	60
= 60		

NOTE: Since the number of the month in the beginning total of Step 4 is greater than in the ending total, it is necessary to borrow a year, or 12 months. Reduce the ending year total by one, and increase the ending month total by 12.

Step 8

Year	Month	Day
189	25	60
168	15	03
21	10	57

Scenario

Beginning Dates Total YY MM DD	Ending Dates Total YY MM DD	-Difference	+ Plus Inclusive Days	- Basic Pay Date
51 01 01	54 02 30			
54 06 01	61 05 26			
63 08 01	75 06 04			
Totals				
168 15 03	190 13 60			10 60

Step 1

Step 2

Step 3

Step 4

Step 5

Step 8

The result is 21 years, 10 months, and 60 days, Which converts to 22 years of total creditable service

Convert to full years, months, and days. This result is years of service creditable for pay purpose.

Day

190-1 = 189 12 = 25 60

= 60

NOTE: Since the number of the month in the beginning total of Step 4 is greater than in the ending total, it is necessary to borrow a year, or 12 months. Reduce the ending year total by one, and increase the ending month total by 12.

Year	Month	Day
189	25	60
168	15	03
21	10	57

Congratulations! You have just completed your training. Please Click Here to Get Certificate

09/01/16